TOWN OF WEST HARTFORD

Administration and Technology Committee
Town Hall, 50 South Main Street
Room 312
November 5, 2018
8:00 AM

MINUTES

Attendance
Liam Sweeney
(Chair)
Beth Kerrigan
(via phone)
Chris Williams
(via phone)

Staff
Matt Hart, Town Manager
Jared Morin, Director of Information Technology
Bob Palmer, Director of Plant and Facilities
Essie Labrot, Town Clerk

1. **Call to Order**

   Chair Liam Sweeney called the meeting to order at 7:59 AM. He asked the Town Clerk to provide the updates.

2. **Staff Reports**

   a. The October 3, 2018 meeting minutes were received by the committee.

3. **Town Clerk Update**

   Town Clerk Essie Labrot provided a brief update to the committee. It has been a very busy election season. Her office has handled over 3,000 absentee ballots and expects to have 2,800 returned. For the month of October, the office has received over 3,200 phone calls related to the elections. The office will be closed to normal business tomorrow to assist the Registrars of Voters with election day registrations (EDR). Her office is prepared for tomorrow and will begin at 5am. Protocols are in place and the state hotline number is available for additional assistance.

4. **Information Technology Update**

   Jared Morin provided this update to the committee. The department has been going through a number of personnel changes. He has recently filled 6 positions and is doing routine training as necessary.

   The department has been busy with the start of school. The help desk processed

about 5,300 tickets. Ecollect is now online with the public schools and is fully integrated. This allows for paperless forms to be used, including welcome back paperwork and permission slips.

The contract for the agenda management system (BoardDocs) has been signed. The department will circulate dates for the onboarding process which should take 6-8 weeks. Councilors will be invited to attend.

He also provided a security cameras update. There are approximately 550 IP cameras online now, including the public schools. Cameras in the tax office have been replaced and are online. Routine maintenance is ongoing.

Implementation of an enterprise network for guest access to all municipal building is still in process. The skating rink, aquatics center, Elmwood, and Rockledge will go online first followed by the public libraries, fire and police stations.

IP speakers will be installed throughout Town Hall this month. Once live, the speakers will connect directly into Informacast (rapid response system).

Paper personnel action forms have recently been converted. The department will begin pilot testing the use of electronic personnel action forms.

5. **Plant and Facilities Update**

Bob Palmer provided this update to the committee. The Town and school buildings performed well during the hot weather from late summer into early fall. The transition from cooling to heating was made in mid-October. No major issues were encountered.

He also provided updates on recently completed and current capital projects with the Town and Board of Education, including Rockledge Country Club, Elmwood Community Center, Town Hall 4th floor lobby, Hall Science Labs, and Hall masonry repairs.

He also discussed energy and sustainability this month. The Town has been doing well with commodity pricing and will continue to monitor energy markets. He provided the energy summary for FY2018 and a summary of town and BOE buildings.

He concluded his update with a personnel update. The new Service Response Manager for the department starts today.

6. Adjournment

The next Admin and Tech committee meeting will be January 7, 2018. With no further business to discuss, the meeting adjourned at 8:41 AM.